

**Request for Proposal for
Fiber Optic Network Infrastructure, Engineering, Design and
Consulting Services for the Page County Broadband Authority
Document 2010-01**

Issued by:

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Section 1: General Overview and Scope of Work

Page County, VA, is committed to affordable Broadband services generally throughout the County. A plan was developed under grants received from the Virginia Department of Housing and Community Development to provide these services. The plan was submitted to the Federal government under the American Recovery and Reinvestment Act of 2009 for which the Page County Broadband Authority (PCBA) has received a grant for a significant portion of the capital expense required for the project (search for Page County Broadband Authority under <https://grantsonline.rdc.noaa.gov> for details of the award ("Grant")). Generally the project will consist of 39 miles of mostly aerial fiber optic cable, electronics to connect twenty-nine anchor institutions interconnecting with various private partners to provide primarily Internet services.

Details of the completed studies may be found on the Page County web site (www.pagecounty.virginia.gov) under the heading "Business & Industry". The studies are included under the section entitled "Project Bluebird".

The PCBA seeks a firm(s) to provide professional services associated with this project on an as "requested basis" including but not limited to:

- Planning, Engineering and design of the fiber optic network and towers, as well as the needed optical electronics (Proper Licensed Professional Engineer in charge and registration/certification is required)
- Provide required quality control inspection of construction
- Assist in negotiations with private provider partners that may wish to operate or provide services over the network
- Assist in developing governance policies for the network
- Assist in locating tower sites to maximize wireless coverage within the County
- Write and evaluate the responses from vendors to provide electronics and hardware (construction bid documents) associated with providing services
- For fiber optic infrastructure develop detailed outside plant designs include site surveys and make-ready assessments, background maps, strand and conduit maps, bill of materials, splicing details and as-built drawings
- Virginia Department of Transportation (VDOT) permitting and right-of-way management
- Railroad permitting and right-of-way management
- Addressing all required Environmental Matters and Assessments
- Assist in submitting documents required in association with the ARRA grant process

The PCBA reserves the right to include in the contract of the successful respondent project management over the construction phase of the project including quality control inspection of the work and the development of such reports as are required under Federal grant requirements.

Section 2. Proposal and Selection Process

The PCBA intends to identify the appropriate offeror to provide the requested services using competitive negotiation qualifications-based selection procedures consistent with Virginia Law and Federal grant requirements whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. All inquiries and questions related to this RFP must be directed in writing via U.S. Mail, Fax or E-mail to:

Dr. Thomas Cardman
Page County Broadband Authority

For mailed submissions:
117 South Court Street
Luray, VA 22835

For Fax delivery:
(540) 743-4533

For E-mail delivery:
dmccclure@pagecounty.virginia.gov

The last time and date for questions will be by 4:00 PM ET on May 14, 2010. All questions and responses will be distributed to all parties that submit an Acknowledgement of Receipt (see A.1. below).

Once proposals are submitted, PCBA will engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of these discussions, on the basis of evaluation factors published in this RFP and all information developed in the selection process to this point, the PCBA shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the PCBA determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

Response:

1. **Acknowledgement of Receipt:** Each entity that intends to respond to this Request for Proposals may submit an Acknowledgement of Receipt (AofR) by 4:00 PM ET on May 14, 2010. The AofR may be submitted in the form of a faxed letter or email to the person designated for submission of questions. The AofR should designate only one primary contact person and email address for the receipt of correspondence from the PCBA. This person will receive answers to all questions submitted concerning this RFP plus any Addendums if issued.
2. **RFP Response Format and Dates:** Respondents shall provide one (1) hardcopy, signed original of their response, and one electronic copy in .pdf or .doc format on a disc or flash drive. All proposals shall be delivered to the person listed on the cover page clearly indicating "Response to Request for Proposal for a Fiber Optic Network Infrastructure, Engineering, Design and Consulting Services for the Page County

Broadband Authority Document 2010-01". All proposals must be received by 4:00 PM ET, on May 20, 2010.

The following table represents the anticipated schedule for the RFP and Contract Process.

Event	Anticipated Date
RFP – Advertised	May 6, 2010
Acknowledgement of Receipt Due	By 4:00 PM ET on May 14, 2010
Submittal of Questions	By 4:00 PM ET on May 14, 2010
RFP Due	By 4:00 PM ET on May 20, 2010
Informal Individual Discussions with 2 or more Offerors	By May 25, 2010
Ranking of Offerors	By May 26, 2010
Formal Negotiations with ranked Offerors	By May 28, 2010
Selection of Offeror	By May 28, 2010
Contract Finalized	By June 1, 2010
Contract work begins	Thereafter

The Response shall be organized as follows and will contain at a minimum the following items:

- Letter of Transmittal
- Responding firm(s) overview
- Capabilities
- Project Understanding (w/required MS Project schedule)
- Litigation history
- Current Projects
- Understanding of Page County Project Issues

A. Letter of Transmittal: The letter must:

- Identify the submitting entity
- Identify the name and title of the person authorized to contractually obligate the submitter
- Identify the names, telephone numbers and emails for persons authorized to be contacted for clarification
- Identify the name, title and telephone number of the person(s) authorized to negotiate the contract
- Be signed by the person authorized to contractually obligate the entity
- Acknowledge the receipt of any addendums and other correspondence

A. Team Overview

- Company History
- Location from which project will be managed
- Identify major subcontractors included in project team (if any)
- Include resumes of key project personnel including their role in the project

B. Engineering, Design and Consulting Capabilities of Respondent

- Discuss project team's experience with planning, engineering and design of the fiber optic network and towers, as well as the needed optical electronics, including site surveys and make-ready assessments, background maps, strand and conduit maps, bill of materials, splicing details and as-built drawings. List professionals that would provide engineering, design and consulting services on this project that are authorized to provide the required professional services in Virginia (include VA PE numbers for each) and list their employer's name.
- Discuss the project team's experience in providing required quality control inspection of construction
- Discuss project team's experience in negotiating agreements with private provider partners that may wish to operate or provide services over the network
- Discuss project team's experience in assisting in the development of governance plans and policies for the network
- Discuss project team's experience in locating tower sites to maximize wireless coverage within the County
- Discuss project team's experience in evaluating responses from vendors to provide electronics and hardware (construction bid documents) associated with providing services
- Discuss project team's experience in addressing environmental matters including assessments and permitting of fiber projects
- Discuss team's experience with road and railroad permitting and right-of-ways
- Provide at least four business references for which respondent has provided the elements necessary for this project (delineate the extent and nature of the work in each case). Provide the firm name, mailing address, and a contact name for the reference.
- Discuss the history of prior work with other named team members of respondent's team

C. Project Understanding

- Demonstrate a general understanding of the Page County project and the issues with completion of the project in a timely and cost efficient manner.
- Demonstrate a specific understanding of federally funded grant projects particularly the ARRA grant requirements and how those will impact the work flow, progress and other aspects of the project. Address ARRA reporting, procurement, administration, management and other project requirements
- Provide a sample MS Project schedule indicating the likely workflows based on information provided in the study documents and available grant information.

Litigation, Legal and Insurance

- Respondent shall provide a discussion of litigation resulting from similar engagements. Failure to disclose any litigation may result in disqualification of the respondent's response.
- Respondent should list current insurance coverages and amounts.
- Respondent shall provide appropriate documentation to certify that the offeror is duly authorized and licensed to perform these services in the Commonwealth of Virginia.

D. Current Projects

- Indicate your existing client work load and what projects you are committed to including project time frames.
- Describe any potential conflicts and how your team manages multiple client priorities.

Evaluation Criteria

The PGBA evaluation team will assess each submitted proposal and rank the proposal according to the following points.

Team Overview	10 Points
Qualifications and Experience	15 Points
Engineering, Capabilities	10 Points
Design Capabilities	5 Points
Consulting Capabilities	10 Points
General Understanding of the Page County Broadband Project	10 Points
General Understanding of the requirements of the ARRA grant process	10 Points
Responsiveness to the RFP requirements	5 Points
Ability to Meet Project Requirements	15 points
References and Success on Similar Projects	10 Points

All of the requested information should be included in your response to the RFP. The PCBA reserves the right to reject any and all proposals. PCBA also reserves the right to, at its sole discretion, request additional information from any and all respondents. While PCBA intends to execute a contract for the professional services listed herein, it is not bound to do so and this document will not be interpreted as binding PCBA to enter into an agreement with any Respondent. PCBA reserves the right to enter into competitive negotiations with the firm determined to be in the best interest of PCBA and such negotiations may include price, delivery and other terms and conditions.

Miscellaneous

A. Costs of Responding

All costs directly or indirectly related to preparation of a response to the RFP or to interviews and presentations that may be required by PCBA to supplement or clarify a response shall be the sole responsibility of and borne by the respondent.

B. Changes and Agenda

The PCBA will issue replies and changes (Addendums) by email to all parties who have returned an "Acknowledgement of Receipt". All such addendums issued by PCBA prior to the time the RFPs are received shall be considered a part of the request and respondents shall be required to consider and acknowledge receipt of such by email or fax. Only replies by email shall be binding.

C. Inclusion of Response

The contract shall be prepared under the direction of PCBA and shall incorporate the response to this RFP. Failure of the respondent to accept this term may result in termination of the negotiations with respondent.

All final contracts entered into pursuant to this RFP shall conform to and contain such provisions as are required by the Virginia Public Procurement Act, the Grant, and all applicable state and federal procurement statutes and regulations.